

EDITED TASK LISTING

CLASS: LIBRARY TECHNICAL ASSISTANT (SAFETY)

NOTE: Each position within this classification may perform some or all of these tasks

Task #	Task
1.	Circulating materials (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.) to provide access to recreational/legal library materials for inmates/wards by delivering and retrieving items by hand or using push carts, assessing due-date status, computing any applicable fines, and sending out notices for lost or overdue books in accordance with the California Department of Corrections and Rehabilitation's (CDCR), Department Operations Manual (DOM).
2.	Initiate the procurement process (e.g., quotes, multiple bids, sole source, purchasing limits, etc.) to assist the Librarian, Senior Librarian, Supervising Librarian, and/or School Principal in the selection and delivery of library goods and services utilizing standard library selection tools (e.g. periodically inspecting, inventorying library collection to identify missing and/or damaged materials) utilizing various lists including American Library Association (ALA) recommendations, publications, request/suggestions from inmates/wards, circulation statistics from departmental records, etc., in accordance with State procurement policies and the California Department of Corrections and Rehabilitation's DOM.
3.	Catalog library materials (e.g., manuscripts, clippings, books, multimedia, etc.) to provide ease of access for inmates/wards within the institution by utilizing departmentally approved cataloging systems as required and consistent with the American Library Association's standards.
4.	Prepare library materials (e.g., books, periodicals, books on tape, specialized multimedia reading/listening equipment, etc.) for use by inspecting the condition of available resources, replacing worn or outdated materials, selecting materials for rebinding, and repairing materials, using mending tape, paste/glue, brushes, etc. based on standard library practices.

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5.	Maintain a complete shelf list, documents, forms and reports (e.g. book cards, book pockets, shipping labels, letters, memos, circulation statistics, reports, tool inventory, etc.) to assist in maintaining accurate and complete records of library materials (e.g., manuscripts, clippings, books, multimedia, etc.) available for use in accordance with the CDCR DOM and standard library procedures.
6.	Pre-cataloging library materials (e.g., manuscripts, clippings, books, multimedia, etc.) to provide ease of access for inmates/wards within the correctional institution by utilizing departmentally approved cataloging systems as required and consistent with the American Library Association's standards and in accordance with the CDCR DOM.
7.	Process inter-library loan requests for inmates/wards within the correctional institutional for items outside regular collection by handling promptly and efficiently the appropriate requested library materials utilizing the interlibrary loan process as required and consistent with California Department of Corrections and Rehabilitation's (CDCR), Department Operations Manual (DOM), American Library Association's standards and/or court mandates.
8.	Answer reference questions from inmates/wards, delivering library assistance by conducting reference interviews for the institution and utilizing bibliographic and electronic media and instructing inmate patrons on using reference sources, card catalogs, and automated information systems, as required and consistent with the American Library Association's standards.
9.	Supervise inmate/ward library clerks to provide delivery of library assistance and technical services for library users utilizing inmate job descriptions, policies, procedures, etc., and direct and distribute work on a daily basis in accordance with the California Department of Corrections and Rehabilitation's Department Operations Manual under the guidance of a supervisor.
10.	Train inmate/ward library clerks in proper library techniques to deliver assistance to inmates/wards, utilizing On the Job Training (OJT), Departmental policies, procedures, etc. on a regular basis.

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11.	Evaluate the performance of the inmate/ward library clerks to ensure quality standards, identify training needs, recommend corrective actions, etc. utilizing Work Supervisor's Report (CDCR 101), Inmate Worker Training Incentive Program, etc. and the California Department of Corrections and Rehabilitation's Department Operations Manual standards.
12.	Maintains order/security of working areas and work materials by supervising the conduct of persons committed to the Department of Corrections and Rehabilitation to ensure the safety and security of the institutions and public utilizing various resources (e.g. laws, rules, policies, procedures, reports, DOM, etc.) on a daily basis under the guidance of the supervisor.
13.	Completes inmate time keeping forms and supervisory reports (CDC 101), to ensure proper time is credited and to document work habits utilizing DOM, CCR-Title 15, Inmate Work and Training Incentive Program (IWTip), office procedures, computer, etc., on a regular basis.
14.	Prevents escapes and injury by persons committed to the Department of Corrections and Rehabilitation to themselves or others to ensure the safety and security of the institution and public utilizing various resources (e.g. CCR-Title 15, DOM, laws, rules, policies, procedures, reports, etc.) on a daily basis under the guidance of a supervisor.
15.	Issues and controls library materials and equipment to maintain security procedures by utilizing tool control log (i.e., documenting name, date, time, and article), issuance of tool kits, policies, DOM, CCR-Title 15, procedures, etc. on a daily basis under the guidance of a supervisor.
16.	Inspects premises for contraband (e.g. weapons, illegal drugs, etc.) to ensure the safety and security of the institution and public utilizing various resources (e.g. laws, rules, policies, procedures, reports, etc.) on a daily basis per DOM.
17.	Operates standard business and office machines and equipment (e.g., copy machine, fax, personal computer, calculator, scanner, telecommunications terminals, etc.) in order to produce completed assigned duties utilizing manuals, desk procedures, training, etc. as directed by the supervisor and/or on a daily basis.

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18	Files materials (e.g., documents, letters, forms, reports, manual revisions, etc.) in order to keep accurate records, ensuring materials are available for future references, and in compliance with laws, rules, regulations, policies and procedures, utilizing organizational skills, filing systems (e.g., alphabetic, chronological, numeric, subject matter, etc.), desk procedures, binders, folders, indexes, etc. on a daily basis.